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WEARE BOARD OF SELECTMEN
MEETING MINUTES
June 7, 2010

PRESENT: TOM CLOW, CHAIRMAN; RICHARD W. BUTT, VICE CHAIRMAN; DONNA OSBORNE, SELECTMAN; JAMES DONISON, SELECTMAN; KEITH R. LACASSE, SELECTMAN

TOWN ADMINISTRATOR: Naomi Bolton

RECORDING SECRETARY: Cherry Palmisano

GUESTS: Tina Connor, Sherry Burdick, Betty Straw, Ruth Jones, Dave Enos, Sandy Heino, Janet Brown, Burt Brown, Jan Snyder, Heleen Kurk

7:00 p.m. Chairman Clow called the meeting to order.

Chairman Clow moved, Selectman Donison seconded to enter into non public session @ 7:02 p.m. pursuant to the authority granted in RSA 91-A:3II (b). A roll call vote was taken, Vice Chairman Butt – yes; Selectman Osborne – yes; Selectman Donison – yes; Selectman Lacasse – yes, Chairman Clow – yes. Passed 5-0-0

Chairman Clow moved, Selectman Lacasse seconded to come out of non public session @ 7:07 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Osborne – yes; Selectman Donison – yes; Selectman Lacasse – yes, Chairman Clow – yes. Passed 5-0-0

PUBLIC COMMENT – Mrs. Janet Brown, Cemetery Trustees, apologized to the Town for the condition of the cemeteries for Memorial Day. She said that there were three spring burials at Pine Grove and there was a large amount of debris that needed to be cleaned up. She said when they contacted the lawn care contractor he said that he wanted extra money, but the Trustees told him it was part of the contract. Mr. Don Burke asked Mr. Carl Knapp to do the clean up and he did clean up all the large debris.

Mrs. Brown said that she asked the Town Administrator to put the discussion on the next agenda, but it did not take place.

Mrs. Brown said there was debris at the entrance to Pine Grove and the back side of the cemetery had not been cleaned up at all. She feels the contractor could have told them that he could not get the cemeteries done for Memorial Day. She contacted the Selectmen prior to Memorial Day and Chairman Clow and Vice Chairman Butt volunteered to cut the grass. She hopes the Board can straighten out the problem.

Ms. Sandy Heino said she contacted all of the Selectmen with the exception of Selectman Osborne. She told the Board that she was shocked and sad to find the cemeteries were not even mowed for Memorial Day. Ms. Heino said that this is the one day of the year that it truly matters that the cemeteries are mowed. The town hired the contractor and she feels that he showed total disrespect and insult to all the families who visited their loved ones at the cemeteries. Ms. Heino said that she went to Collins Cemetery to plant flowers for her relatives and immediately called Mrs. Brown to inform her of the condition of the cemetery. She was informed by Mrs. Brown that she had received numerous calls regarding the conditions of all the town cemeteries. Ms. Heino told the Board that she had this same conversation with Chairman Clow last year regarding the conditions of the cemeteries last Memorial Day. Ms. Heino asked that the Selectmen immediately fire the lawn care contractor.

Chairman Clow said this discussion is listed on the agenda for tonight.

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LAWNCARE CONTRACT DISCUSSION – Chairman Clow said he does remember the conversation he had with Ms. Heino last year and apologized that it didn't come to his mind. He said that Mrs. Bolton, Town Administrator, had a conversation with the contractor before Memorial Day.

Mrs. Bolton, Town Administrator, said that she received phone calls at 4:00 on Friday before the Manifest meeting regarding the cemeteries. She said that she placed a phone call to the contractor and left a message reminding him there was a service on Memorial Day and that things needed to be done. She went away for the weekend and when she returned she found out that Chairman Clow and Vice Chairman Butt were on their way to Pine Grove with their lawn mowers. Mrs. Bolton, Town Administrator, said that she left a message with Mr. Richards to let him know what was happening and she loaded her lawnmower as well. Mr. Richards called her back and asked what he could do. Shortly afterwards, Mr. Richards showed up with his son to mow and then called her at 8:30 that night to say that he finished Pine Grove. Mrs. Bolton, Town Administrator, said that she spoke with Mr. Meany Chip after the service on Memorial Day and said that Pine Grove was done.

Mrs. Brown said she returned to Pine Grove on Sunday, June 6 and the whole right side of the entry and the side walls are full of leaves and pine needles. This was the same condition as Memorial Day and has not been done. She said she left the contractor a voice message saying that if he couldn't do the clean up he should have contacted them so they could have hired someone else to do the job. Mrs. Brown does not think the contractor is honest with them and can't believe he would say that Pine Grove was ready. Mrs. Brown said some cemeteries have been done, but the back rows have not been cleaned and she is surprised he did not speak the truth.

Mrs. Bolton, Town Administrator, said that Mr. Richards showed up to mow. Mrs. Brown said that his contract states clean up as well.

Mrs. Bolton, Town Administrator, said that she has had a conversation with Mr. Burke. They discussed that the Community Service Program will be coming on June 24 and 25 and will clean up all the debris and put it into a truck provided by Mr. Knapp. This will happen particularly at Pine Grove and possibly other cemeteries.

Chairman Clow said he asked Mrs. Tina Connor to separate out the portions of the Lawn Care contract, cutting separate checks for PARCs, cemeteries and the Safety Complex. This will allow them to separate out the payment and hold out checks. He knows it is not much, but they need to discuss options before cutting the check to the contractor.

Mrs. Brown said the Trustees would be pleased with holding back the check until they can inspect all the cemeteries.

Chairman Clow said when they put lawn care out to bid, the contractor renewed was the best suited; even the Trustees recommended the contractor. Chairman Clow said that he does not know why the cemetery care was so lapsed.

Vice Chairman Butt said in addition to the cemeteries they have received complaints from PARC and from the Safety Complex regarding lawn care. He said they have not had time to see if the cisterns have been done. Vice Chairman Butt commented on this being the fifth year with the same contractor and asked if there were problems before.

Mrs. Brown said if there were problems they called him and he corrected them immediately. She said that is one of the reasons why they renewed his contract, but this year it has not been the same.

Chairman Clow said the frustration now is that the cemeteries are mowed but still not cleaned up.

Mrs. Brown commented on the contractor having other town's cemeteries to maintain as well and possibly can't handle the work load.

Mrs. Brown said the contract states that the grass should be kept between 2.5-3 inches tall, in some places the grass was 10 inches tall. Vice Chairman Butt said they also need to consider that Memorial Day needs special attention. Mrs. Brown said they should meet with BOS a week before Memorial Day next year. She said that all

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cemeteries are supposed to be moved and all debris removed before May 31st. Mrs. Brown said the contract is in violation. It was mentioned that the Cemetery Trustees will be meeting tomorrow and PARC will be as well.

Mrs. Brown said the contract was a three year contract, there are conditions that need to be met, and the consequences are defined in the contract for not being met.

Selectman Lacasse asked if the Cemetery Trustees have met to determine what should be done. Mrs. Brown said they will be meeting tomorrow night and they will record their decision; she is not sure how they feel. She feels they have treated the contractor right over the years and feels he is in violation.

Vice Chairman Butt said the total monthly cost is \$3,158 for all locations. He would like to check with the Fire Department to see if the cisterns are mowed. Vice Chairman Butt said he is not in favor of having several different contractors, or the contract being broken up to separate bids. Vice Chairman Butt said when they get to the Manifest they will hold back both checks for the contractor. Chairman Clow said when the cemeteries are clean, to the satisfaction of the Trustees, they will release the checks. The contractor receives a check monthly, the current checks are for the month of June. Vice Chairman Butt said when they ask the Trustees to evaluate the work is not the current work, it was work done in May. Chairman Clow said they need to be able to trust contractor and not have to go out to do inspections each month before payment is sent. Vice Chairman Butt said there is a possibility that the contractor may no longer want the contract.

Mrs. Brown feels they should have the contractor come before the Board to see what has happened. She said that adjustments need to be made so this does not happen next Memorial Day.

Chairman Clow moved, Selectman Osborne seconded that the present payment not be released until the Chairman of the Cemetery Trustees, Chairman of PARC, and the Fire Chief give their approval and tell the Board they can release the payment. Passed 5-0-0

Selectman Lacasse feels it would be helpful to have the other bids they received when the Board meets next.

CLINTON GROVE SURVEY DISCUSSION – Ms. Sherry Burdick said that the property owner next to Clinton Grove states that he owns 30ft onto the Clinton Grove property. Ms. Burdick said that the stone wall is the boundary and she feels it will need to be surveyed.

Mrs. Bolton, Town Administrator, said the man next to the Academy is doing work which involves trees and some trees landed over on the stone wall. She said that Chip Meany was involved. The abutter came in and showed his property line as 30ft over the stone wall onto the Academy property. On the tax map the Academy does not show any stone walls and is really just a square. Mrs. Bolton, Town Administrator, has received three quotes to do the surveying on just the Clinton Grove lot, just the line itself. If the abutter does not like the survey, he can then get his own survey done at his expense.

Mrs. Bolton, Town Administrator, said the reason she brought it forward after discussing it with Ms. Burdick is they do not know how the survey will be funded.

Vice Chairman Butt asked if the bequest from Mildred Hall could be applied. Ms. Burdick said the bequest is for maintenance of the building and she is not sure it discusses surveying the property.

Selectman Donison asked if they are comfortable with saying that the stone wall is the boundary and if the abutter does not agree then he can have a survey done. Ms. Burdick said at some point they are going to want to know the boundary lines for future use and parking areas.

The trees are on the abutter's property, but he is saying owns 30ft over the stone wall. Selectman Lacasse asked if the owner is proposing building anything. Mrs. Bolton, Town Administrator, said she understands that it is to be used as a farm pasture and he could be looking to move the wall. Ms. Burdick said the stone wall is a boundary line and against the law to move. She is also concerned that some of the stones are coming off the stone wall because of the logs on it and it will be an expense to put the stones back on.

Chairman Clow said the survey quotes range from \$1,300 - \$1,800 and the deed research will be part of the surveyor's responsibility; \$1,575 includes boundary pins, but not supplying the granite pins. Vice Chairman Butt

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said if the definition of the fund does not allow for surveying they cannot expend from it. Ms. Burdick asked if the town has a separate account to pay for it; it is a legal issue. Ms. Burdick recommends the survey be done right away. Chairman Clow said he prefers to look for the funding of the survey and not waiting.

Chairman Clow said they can write a letter to the owner stating the issue is in the process of being resolved and the stone wall cannot be moved. Sending the letter will buy them some time to make a decision. Ms. Burdick said that she would appreciate the logs being removed from the stone wall.

Selectman Lacasse moved, Selectman Osborne seconded to authorize the Town Administrator to draft a letter to the abutter stating it is their opinion that the stone wall is the boundary line and they would appreciate the debris being moved from the stone wall and to authorize the Chairman to sign the letter and send a representative from the town to take pictures of the stone wall for the files. Passed 5-0-0

DEPARTMENT HEAD – Mrs. Tina Connor said she spoke with Chairman Clow and Vice Chairman Butt regarding the next step with the requisition software module. She thinks it is time to make the final step and feels the secretary of a department should be submitting complete packets to her, including purchase numbers, and she should not have to go through all the invoices. Mrs. T. Connor said the Board really needs to make the decision. Mrs. T. Connor said the software can set warnings at different levels if the Board wants to institute an approval needed for a dollar amount. Vice Chairman Butt said it should be directed by the Finance Director to have the correct process and feels she does not need the Boards approval.

Selectman Lacasse asked about the ability to stop a purchase order requisition if the line is overspent. He also asked if a department could they then put the expenditure on another line to have it go through. He would rather see an individual line overspent then put into another line.

Mrs. T. Connor said she would have to be the administrator, she cannot open journal entries in the budget to everyone. Vice Chairman Butt said this will allow them to see that money is expended from one line to cover the cost of another line and be able to see where the money came from. He said realistically they have always wanted that to happen.

Chairman Clow said right now the purchase order numbers come from Mrs. T. Connor and she would like to have the department's secretary do this part. Secretaries will have to contact the vendors and make out a requisition form. Chairman Clow asked if the department's secretary will be able to come up with the purchase order number. Mrs. T. Connor said using the correct steps will generate the purchase order number.

Chairman Clow said the other part is keeping track as they see money being moved around in the budget. He asked if transfers are made and money is moved from one line to another, how they will keep track of the money. Mrs. T. Connor said on the monthly reports there is an adopted column and revised column. Adopted is what was voted on, Revised is plus or minus what is spent and any move from line to line or department to department will be in the revised column. Vice Chairman Butt would not like money going from department to department until the Board approves it and said the Board needs to know if a department is over budget.

Selectman Lacasse asked how burdensome the software is to use if an employee has never used it. Mrs. T. Connor said she has the steps listed. She went over the process with the Building Inspector and he is fine with doing his own purchase orders. Chairman Clow said there are only a handful of employees that would utilize the software that they could train them individually.

Mrs. T. Connor said the instructions should only take a few minutes. It was discussed that Dawn, Sharon, and Sue will need to be trained. Chairman Clow said it was approved a long time ago when they purchased the software.

MANIFESTS

Chairman Clow moved, Selectman Osborne seconded, to authorize the Board of Selectmen to sign Manifest and order the Treasurer to sign checks dated June 10, 2010. Passed 4-0-1 Selectman Lacasse abstained

Accounts payable	\$356,463.28	
Gross Payrolls	\$38,403.15	(includes Special Detail, Taxes, Credit Union)

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	\$6,251.86	(Fire Monthly)
	\$3,291.10	(Police Retro, contract started April 1, 2010)
	<u>\$6,742.55</u>	(EMT/Fire)
Total	\$411151.94	

The Board approved the Manifest with the exception of two checks to the lawn care contractor that totaled \$3,916.50. Selectman Donison asked Mrs. Bolton, Town Administrator, for an update on an escrow check from High Rock Construction. He said there is a Daniels Lake resident that was unable to receive mail because of the mailboxes. Mrs. Bolton, Town Administrator, said that Gary did not have anything to do with holding the mail. The Post Office did not go down Daniels Road. The owner had Mr. Knapp look at the mailboxes because he wanted to put up a fence. The Post Office notified residents and the mailboxes were moved. The landowner contacted the Post Office to inform them that the newly located mailboxes were not on a town road. The mailboxes will now be moved for the third time because the Post Office does not deliver to a private non maintained road. The Postmaster gave the resident several options they could pick up their mail, have a post office box, or utilize temporary mailboxes on Twin Bridge. Mrs. Bolton, Town Administrator, said that High Rock Construction is not holding the mail. The final decision is that the Post Office wants the mailboxes moved back to Twin Bridge.

MEETING MINUTES

Selectman Osborne moved, Selectman Lacasse seconded to approve the minutes of May 17, 2010 as amended. Passed 4-0-1 Selectman Donison was not present.

Vice Chairman Butt moved, Selectman Osborne seconded to approve the minutes of May 24, 2010 as presented. Passed 4-0-1 Selectman Donison was not present.

Chairman Clow moved, Vice Chairman Butt seconded to approve the minutes of May 28, 2010 as presented. Passed 5-0-0 Selectman Donison was not present.

Mrs. Bolton, Town Administrator, has the warrant for unlicensed dogs for the Board to sign.

Mrs. Bolton, Town Administrator, has the Forestry Agreement from Steve Najjar for the Board to sign. This was a separate article on the ballot, to perform forestry services, with the funds to come out of the forest account.

Selectman Lacasse moved, Selectman Osborne seconded to authorize the Chairman of the Board of Selectmen to sign the Forestry Agreement on behalf of the Board. Passed 4-0-0 Selectman Donison was not present.

Mrs. Bolton, Town Administrator, said that she put together a Fire Marshalls report and emailed it to the four members of the Building Committee and will forward it to the members of the Board as well. She stated that out of the twenty four items, fourteen are complete. Vice Chairman Butt said they are supposed to send a letter to the Fire Marshall with a list of what has been completed.

Mrs. Bolton, Town Administrator, said Paula Bellemore from PLC emailed her today and had called her Friday. Ms. Bellemore would like to approve the acceptance of the two properties with the town holding Executory Interest. The paperwork needs to be returned by June 28, 2010 and each deed is twelve pages long. Mrs. Bolton, Town Administrator, said she can email both documents to the members of the Board as long as they make a motion to move forward. Mrs. Bolton, Town Administrator, said that Executory Interests means that if the holder of the easement ceases to exist it goes to the town.

Mrs. Bolton, Town Administrator, reminded the members of the Board that they have sexual harassment training on Monday, June 14th at 7:00. The Board will meet at 6:45 at the Town Office Building to approve the Manifest before attending the training at the Safety Complex. The training will take place at the Safety Complex. The Town Offices will be closing on Monday, June 14th at 3:00 for thirty five employees to attend the training. Mrs. Bolton, Town Administrator, said that Primex stated whoever falls under the personnel policy is supposed to have the training every year, it is not specified if it is required. Chairman Clow would like to have an attendance sheet kept.

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Mrs. Bolton, Town Administrator, presented a budget overview. She explained that there should be 58.33% remaining in the bottom line of each department's budget. The Town Office budget shows less than what it should be due to the postage not being separated throughout all the departments using the postage meter. Legal has 29.96% remaining. Cable Committee has 44.17% remaining in their bottom line due to unanticipated repairs. The insurance line is almost completely spent. The Library is at 52.55%, but is based on five months, not six. Mrs. Bolton, Town Administrator, said that revenue is down from last year at this time. Vice Chairman Butt said when they discuss the revenues, if they are over budget or under revenue, what does that mean to the town. He asked if they are going to recover from the revenue shortfall or is it a trend. Chairman Clow said the Town Clerk should be able to inform them if there are peaks in revenue. Mrs. Bolton, Town Administrator, said that April is the month for leased vehicle registrations which is currently down \$37,000. Police details are down by \$29,000.

Selectman Lacasse commented on being able to have a graph to compare previous years.

Vice Chairman Butt said the Town Administrator is not presenting them with a report. He wants a report to tell them revenues are down, however they can recover, or they cannot recover and if departments are being overspent he wants to know why. Vice Chairman Butt thinks what they are looking for is straightforward. He wants to know the situation today, and what the situation will be three months from now. He feels revenues are pretty much fixed and that the Town Administrator can go back to the previous years to compare the current year. Vice Chairman Butt said if there is a department whose budget won't be the same as last year, the Board needs to know.

Selectman Lacasse commented on being able to have time to make decisions on what needs to be done in the budget. They need to know what is happening well before they set the tax rate; it can be a summary or review with some highlights as to where they are and what they expect for revenue. Selectman Lacasse said it is more than just the numbers; it is the story behind them.

Mrs. Bolton, Town Administrator, informed the Board that the Building Department's revenue is up due to subdivisions and the department has more revenue than last year. Chairman mentioned that the \$22,000 reimbursement for the SRO has not come in yet.

Mrs. Bolton, Town Administrator, told the Board they need to have a discussion regarding the Tax Collector position. Selectman Lacasse asked how the taxes went out with the per diem employee. Mrs. Bolton, Town Administrator, said it went very well. Ray Eaton sent the per diem EMTs over to stuff the envelopes. She informed the Board the per diem Tax Collector was very knowledgeable and would like to be considered to share her time with New Boston. She worked as temp for \$13.00 but she will not come back to Weare for less than \$16.00 an hour. Mrs. Bolton, Town Administrator, said that the deeding will be coming up around July 16th. The per diem Tax Collector is not qualified to do motor vehicle registrations. Sharon DeStefano is willing to go through vehicle registration training.

Mrs. Bolton, Town Administrator, said they could make the Media Room the Tax Collector's office. The Town Clerk said right now the phone rings non stop and said moving the Tax Collector would alleviate that disturbance. Currently the Tax Collector's phone is being answered by the Town Clerk, Deputy Clerk or the Finance Administrator. Mrs. Bolton, Town Administrator, stated that Anne Charbonneau can work Tuesdays and Thursdays 8:00-2:00. Ms. Charbonneau feels if the town spends the money to purchase the Avitar software so information can be posted online she can do the job in the two days. If the town does not purchase the software and people do not have the capability of getting information online the phone will be too much to handle. Chairman Clow said if the software was in place there could be a voice message informing taxpayers to go to a specific website to verify tax information.

Selectman Lacasse commented on Ms. Charbonneau stating she could do the job with the Avitar software. If they hire Ms. Charbonneau it would cost \$192.00 for the two days of coverage with the software and the previous employee's coverage cost was \$318.42. Mrs. Bolton, Town Administrator, said that Ms. Charbonneau knows the Avitar software and how to use it.

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Mrs. Bolton, Town Administrator, asked if the Board would consider moving the Tax Collector's office to be a separate office with separate hours. It was discussed that the only time people could pay their taxes in person would be Tuesdays and Thursdays from 8:00-2:00. Mrs. Bolton, Town Administrator, said in New Boston they lock up the payment and when the Tax Collector comes in she completes the transaction.

Chairman Clow said there is human interaction necessary if someone comes in with their tax bill. Vice Chairman Butt mentioned the people that come in monthly to make payments on their tax bill. Selectman Lacasse asked if there is not enough space in the Town Clerk's office. Mrs. Bolton, Town Administrator, said the previous employee did not like to do registrations and if she was sitting there and not helping with registrations there was awkwardness.

Vice Chairman Butt mentioned Mrs. DeStefano having time to help in that office. Mrs. Bolton, Town Administrator, said Mrs. DeStefano would only help out to cover vacation.

Selectman Donison asked how much it will cost to equip the new office. Mrs. Bolton, Town Administrator, said the postage meter will be moved into the back hall; the counter top is already there and just needs to be relocated. Selectman Lacasse thinks it is convenient to only have one office to go to.

Chairman Clow said the other option is to post the job and fill it. Selectman Osborne feels the townspeople will not get the service they are accustomed too. Mrs. Bolton, Town Administrator, said that the Finance Director is currently responsible for the money and if the office was moved it would be better. Vice Chairman Butt agrees with having one office to go to.

Selectman Donison calculated a savings of \$7,500 a year to purchase the software but only have the Tax Collector available two days a week. He feels too much service would be lost to the public for such a small savings.

Chairman Clow said when they started the process of having the per diem Tax Collector he looked at it as being temporary not a permanent solution. Mrs. Bolton, Town Administrator, said that she only hired the per diem Tax Collector to help get the tax bills out. Selectman Lacasse said he is not advocating for reducing services, but if it is not going to be a big change and the job will be done more efficiently it seems like a good opportunity. Mrs. Bolton, Town Administrator, commented that Selectman Lacasse is saying that taxpayers will still come in five days a week to pay their taxes and the other two employees in the office will have to take in the payment if the Tax Collector is not there. Vice Chairman Butt wants to know how many people come in monthly to pay bills. Selectman Lacasse said the bottom line is to collect the taxes to run the town, he wants to do that efficiently.

Chairman Clow said he does not think it will disturb other employees in the building to pay the new employee a higher wage for a short time. He said they have made it very clear that this is a job that has several responsibilities, including assisting the Town Clerk and Deputy Clerk. Vice Chairman Butt said he does not know the volume of work. He said maybe they should hire someone to do vehicle registrations and during certain times of the year have that employee handle the tax bills and payments. Mrs. Bolton, Town Administrator, informed the Board that the Town Clerk told her they are busier the first and last weeks of the month.

Selectman Osborne would like to post the job and ask the Town Administrator to give them a dollar figure to relocate the Tax Collector's office. Selectman Lacasse said they can't post the position until they decide whether or not the position is going to be part time. Selectman Osborne thought the issue was that the Tax Collector did not have time to do her own work because she always helping with registrations. The busier time for the Tax Collector would be July and December, but there is still activity throughout the year.

Selectman Donison asked if having hours on Tuesday and Thursday from 8-2:30 p.m. is satisfactory. They could have the other employees collect the payment and it will have to wait to be posted until the Tax Collector comes in.

Chairman Clow said he would not propose posting the job not knowing if they are going to fill it. Selectman Lacasse said they need more information before they make a decision.

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Mrs. Bolton, Town Administrator, asked the Board if they want her to extend the part time position to Anne Charbonneau on a temporary basis, until July. Chairman Clow said if they purchase the software then they won't be able to post the job because they won't have the money. It was discussed that Mrs. DeStefano will be trained to do vehicle registrations and Ms. Charbonneau can work two days a week and cover vacations, which will put them into the end of July. The software will help with the phone calls. Chairman Clow said it depends if they can find the money in the budget to purchase the software and not take it out of the salary line for that position. Chairman Clow said one of the issues before was the scheduled hours. Selectman Donison said they have already saved the money because they have not had to pay a Tax Collector now. Chairman Clow said the software will have to become an operating expense for next year.

Selectman Donison moved, Selectman Lacasse seconded to purchase the software for the remainder of this year for Tax Collector purposes. Passed 4-1-0

The Board discussed they will have to pay a higher hourly wage for a temporary employee.

Selectman Lacasse moved, Selectman Donison seconded to hire Anne Charbonneau for twelve hours per week at a rate of \$16.00 per hour until the end of July. Passed 4-1-0 Selectman Osborne was opposed.

Mrs. Bolton, Town Administrator, discussed the custodial position which is budgeted for twenty hours per week. The current custodian will not work more than seventeen hours per week and they will have to find someone for three hours per week for the Police Department side of the Safety Complex. Mrs. Bolton, Town Administrator, mentioned capping the current custodian's hours and then hiring someone else for the additional hours. Vice Chairman Butt said they should just have one custodial employee. It was discussed they will have a hard time finding someone to work three to five hours per week. Vice Chairman Butt said if they have someone working twenty hours per week that employee can divide their time however necessary. The current custodian divides seventeen hours per week as needed between the Town Office Building and the Town Hall. Mrs. Bolton, Town Administrator, feels it is hard to keep up with what needs to be done in the number of hours. The current custodian works thirteen to seventeen hours per week. Chairman Clow said adding another building to the twenty hours is not realistic. The current custodian currently makes \$12.42 per hour. Selectman Lacasse said considering the potential shortfall in revenue, he wonders if fifteen hours will suffice. Naomi said the time at the Town Hall depends on who rented the Town Hall and the condition in which they left it. Clow said if they look back and average the hours it most likely would average to 15 hours. Clow mentioned capping the current custodian at 15 hours per week, and finding someone to work 10 hours. Selectman Donison said he is good with fifteen hours on the two buildings for an interim basis. Selectman Donison said it will cost \$65.00 a week for five hours of custodial services to the Police Department. The custodian for the Police Department will report to Chief Begin and he will be responsible for hiring a custodian.

Vice Chairman Butt moved, Selectman Lacasse seconded to provide for five hours of custodial help at the Police Department at a rate of \$12.42 per hour and reporting to the Chief of Police. Passed 5-0-0

Mrs. Bolton, Town Administrator, informed the Board that the Collective Bargaining Agreement for the Police Department needs to be approved.

Chairman Clow moved, Vice Chairman Butt seconded to approve the contract with the Weare Police Union for the Collective Bargaining Agreement for one year effective April 1, 2010. Passed 5-0-0

Selectman Osborne mentioned Ineson Field, she said that the town pays a PARC Director an annual salary of \$5,000 and there is no reason why this person cannot check the fields. Selectman Lacasse said there could be some repairs made and he will bring the information to Chuck Metcalf. Chairman Clow said that Mr. Metcalf's email stated it was a carry in-carry out policy at the field. Selectman Lacasse said there are trash containers at Purington Field and volunteers take turns removing the trash.

Vice Chairman Butt said that in March they discussed the class evaluation surveys and he has not heard any feedback. Mrs. Bolton, Town Administrator, said that she has them compiled in a folder. She said that most

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employees that attended training said they don't have time to share what they learned during training with other employees. Vice Chairman Butt said the email went out two months ago and he would like to have the information.

Vice Chairman Butt mentioned the previous request to expend \$900 for lawn care out of the Town Report Line to cover Margo's landscaping. Mrs. Bolton said the quote is \$970 and she can take it from the training line. She said the state will not take class registrations until July 1, 2010.

Vice Chairman Butt mentioned the doors at the Town Hall, he said he thought they agreed to repair the doors. Chairman Clow cautions putting a lot of money into repairing the doors, and suggested they should just spend enough to make them safe because the current doors do not fit the use of the building. Chairman Clow feels that the long term solution would be to replace the double doors with one large door. Selectman Lacasse said to phrase the specs in a way to get proposals on how to make the doors safe, which will provide them with varying options.

Vice Chairman Butt asked Mrs. Bolton, Town Administrator, about sending letters to committee chairs regarding meeting minutes. Mrs. Bolton, Town Administrator, said she has called all the chairs and to her knowledge all meeting minutes are up to date. The only contact she could not make was the Heritage Commission Chair.

Chairman Clow mentioned the cemeteries discussion and the request from Sandy Heino to include her letter in the minutes. It was discussed that a summary of her letter will be included in the minutes and the original letter will be attached to the minutes, which has been past practice.

PUBLIC COMMENT – Ms. Jan Snyder commented that the lawn care contractor has already been paid for five months of the year and she commented on him not doing the work. Chairman Clow said the only thing they can do now is to hold the checks. Ms. Snyder said there was discussion of ending the contract and if they do so they have already prepaid him for services not performed.

Chairman Clow moved, Selectman Lacasse seconded to enter into non public session @ 10:42 p.m. pursuant to the authority granted in RSA 91-A:3II (a&c). A roll call vote was taken, Vice Chairman Butt – yes; Selectman Osborne – yes; Selectman Donison – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0

Selectman Donison moved, Selectman Lacasse seconded to come out of non public session @ p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Osborne – yes; Selectman Donison – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0

Selectman Donison moved, Chairman Clow seconded to seal and restrict the minutes of the non public session. Passed 5-0-0

Selectman Donison moved, Selectman Lacasse seconded to adjourn at 11:32 p.m. Passed 5-0-0

ADJOURNMENT

A True Record.

Cherry Palmisano, Recording Secretary